

**U.S. Chemical Safety and
Hazard Investigation Board**

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www.csb.gov

Honorable Kristen M. Kulinowski
Interim Executive Authority

Honorable Manny Ehrlich, Jr.
Board Member

Honorable Rick Engler
Board Member



June 25, 2019

Beryl Lipton via Muckrock

Email delivery to: 70857-13614737@requests.muckrock.com

Re: FOIA Request R19-017

Dear Ms. Lipton:

This letter is a final response from the Chemical Safety and Hazard Investigation Board (CSB) to your letter, dated March 22, 2019, in which you made a Freedom of Information Act (FOIA) request for various items related to the CSB's FOIA program. They are addressed below.

My letter of April 18, 2019, to you, based on language in your letter that referenced the Department of the Interior (DOI), inquired whether you had actually intended to direct your FOIA request to DOI. Your May 21, 2019, e-mail to me responded: "Thank you so much for your message. Please disregard the section referencing DOI and please proceed with processing the other elements of this request."

Most of the request appeared to reference DOI; however, I will treat the requested items as though they referred to the CSB instead.

You requested: "Budget materials...for the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals..."

According to the CSB's Director of Finance, no such CSB budget materials or plans applicable to the FOIA for the years 2017 – 2019 exist.

Likewise, for the years 2017 – 2019, there are no FOIA staffing reports or plans, including the count of employee numbers. You may be interested in viewing the CSB's Annual FOIA Reports for 2017 and 2018, specifically, section IX. FOIA Personnel and Costs. Those annual FOIA reports are on the Legal/FOIA page of the CSB website, located at www.csb.gov. Information you are seeking regarding FOIA fee waivers and fee collection are also in those annual reports. More FOIA fee collection information is available on the 2017 and 2018 Raw Data Sheets on the CSB's Legal/FOIA page. Note that the CSB did not charge any copying fees in 2017 or 2018. All fees quoted to FOIA requesters were, and are, pursuant to the CSB's FOIA regulation, specifically, 40 C.F.R. § 1601.40.

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The CSB does not have records for the years 2017 and 2018 which categorize requesters as commercial, educational, etc. .

The CSB is a “micro-agency” with less than 40 employees currently. Its single “FOIA office” is within the CSB Office of General Counsel. For FOIA contact information, see below under “Resources.”

I am the CSB’s FOIA officer, and the only CSB employee “currently tasked with an open records request.” My e-mail address and phone number are below under “Resources.”

This response completes the CSB’s processing of your request, which, is now closed.

Resources

If you have any questions about this response, feel free to contact me by telephone at: 202-261-7619, or by e-mail at michele.bouziane@csb.gov .

If you believe that these FOIA determinations have been made in error, you may contact our FOIA Public Liaison, Thomas A. Goonan, General Counsel, at 202-261-7625, for any further assistance, and to discuss any aspect of your request. Mr. Goonan is the CSB’s Chief FOIA Officer.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the determination on your FOIA request, you may submit an administrative appeal. Such an appeal must be made in writing and must be postmarked or electronically transmitted within **90 days** of the date of this response letter. An appeal should include: a copy of your initial request; a copy of this letter; and a statement of the circumstances, reasons, or arguments supporting your position. To ensure proper handling, you should mark an appeal letter and its envelope as a “FOIA Appeal.” FOIA appeals should be e-mailed to foiaappeals@csb.gov or mailed to:

ATTN: Office of the General Counsel/FOIA Appeals
Chemical Safety and Hazard Investigation Board
1750 Pennsylvania Ave, NW, Suite 910
Washington, DC 20006

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PLEASE NOTE: If you attach a zip file to your appeal in an email, the receipt of your appeal may be delayed. If you need to send a zip file, please cc: your appeal to tom.zoeller@csb.gov.

Sincerely,



Michele Bouziane
FOIA Officer